

**S E C R E T**

OFFICE OF PERSONNEL MEMORANDUM NO. 42-100-15

**SUBJECT:** Dispatch of Notifications of Personnel Action and Routine Correspondence Addressed to Present or Former Employees

1. Notifications of Personnel Action and routine correspondence dispatched through the open mails to current or former employees of the Agency can generally be associated with the Agency by means of a stationery letterhead or data completed on the inclosed forms. Because of the ease with which non-Agency personnel can identify such material, review of outgoing correspondence is essential to avoid compromise situations which may result if mail is forwarded to a new address in the continental U.S. or overseas or if it is opened by a person other than the addressee.
2. Effective with the issuance of this instruction, all Notifications of Personnel Action and routine correspondence prepared for mailing to present or former employees will be routed through the appropriate Operating Office for determination as to whether it may be dispatched. Except when the apparent need exists, however, this procedure will not apply to correspondence prepared in response to a current inquiry from the individual or in furtherance of a claim in process on his behalf. These instructions do not apply to applicant correspondence.
3. Form 950, Outgoing Correspondence Review, will be attached to completed correspondence assemblies by the originating unit within the Office of Personnel for transmittal through the Correspondence Branch, Records and Services Division, to the appropriate Operating Office. This form will be prepared in original only and may be completed either in longhand or by typing.
4. The Operating Office will use Form 950 to record their action with respect to the correspondence and return it to the Office of Personnel as a record of such action or with appropriate instructions concerning further correspondence with the individual concerned. The completed form will be filed in the individual's official personnel folder.

Harrison G. Reynolds  
Director of Personnel

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